

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3910

**TITLE:** CHIEF, TRANSIT OPERATIONS

**GRADE:** S-27

**DEFINITION:**

Under general supervision, directs FASTRAN bus services in the operation, oversight, and administration of special transportation services (paratransit) provided for people with special needs (e.g., critical medical services, medical appointments, shopping needs, senior centers, residences and adult day care access, mental retardation services, mental health services, and alcohol and drug services); and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Manages and supervises the ride reservations, tour generation, ride scheduling, customer and agency information, cancellations, schedule reviews, and data entry functions;  
Oversees and coordinates activities with the Street Operations section;  
Supervises transit professionals engaged in paratransit ride and bus scheduling activities;  
Distributes work assignments, assures timely completion of assigned workload, and reviews completed work for technical accuracy;  
Conducts complex transit analyses and prepares technical reports;  
Implements and coordinates changes in procedures and policies;  
Coordinates needs for transportation with other County human services agencies.  
Assists with budget preparation;  
Monitors expenditures;  
Assists with preparation of Requests for Proposal;  
Serves as co-chairperson of the Transportation Advisory Council.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and methods of transit and paratransit services planning and analysis;  
Ability to effectively coordinate and supervise the work of subordinates;  
Ability to independently conduct the most complex transportation studies;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with subordinates, governmental officials, and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from a four year college or university with a Bachelor's degree in public or business administration, transportation planning, or a related field; PLUS  
Two years of progressively responsible professional transit operations experience in the paratransit field.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REGRADED :	July 12, 2003
REGRADED/REVISED:	July 1, 1995
REVISED:	October 6, 1994
ESTABLISHED:	September 25, 1989